

EP Schools

For Schools Dropping Off Assets

Step 1

When receiving assets from a Drop-Off School be sure that all cases, cables and cords (including duckheads) are with the assets. Each asset should be in good working condition and have no visible damage. You have the right to refuse any damaged assets.

Step 2

Once all assets have been looked over, double check that you have all assets by going over the “Drop-Off Form” that the Drop-Off School representative should have brought with them. Be sure to sign and date the form once all requirements are met.

Step 3

The completed Drop-Off Form should be sent to the Department of Education MLTI Project Office.

For Schools Picking Up Assets

Step 1

Once a Pickup School has made contact with you, prepare the assets for transfer by filling out the MLTI EP Summer Redistribution 2014 “Pickup Form.” All asset numbers should be listed on this form as well as transferred to the pick up school in the Asset Manager.

Step 2

When the Pickup School arrives to retrieve their assets, be sure to go over the Pick Up form to check for any errors. Once the Pickup School is satisfied, have the Pick Up School representative sign the form.

Step 3

The completed Pickup Form should be sent to the Department of Education MLTI Project Office.

Terms and Conditions for EP Schools

EP Schools
<p>As the EP School you are responsible for making sure all assets are stored properly for storage until a Pickup School comes to retrieve the assets. You are also responsible for receiving the dropped off assets in the Asset Manager. Lastly, the EP School is responsible for transferring all assets to the Pickup School in the Asset Manager. The EP School is not financially responsible for any out of warranty damages found on the assets.</p>